



Monthly Report

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2 June 1953

	<u>1952</u>	<u>1953</u>
4. Work Load Status		
A. Orders submitted to GSA non-reimbursable		
In writing	20	15
Verbal	400	400
B. Inter-office memorandum	23	26
Inter-Agency letters	5	2
C. Space moves during May	28	1
Total personnel moved	447	17
Estimated cost	\$2,932	\$10,897
D. Number of requests on which orders have been placed but work has not been completed.		
30 days old	105	
60 days old	64	
90 days old	22	
120 days old	<u>11</u>	
	202	

\*Request for 7½ ton air conditioning unit for RI.

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